



ALAMEDA COUNTY
CONGESTION MANAGEMENT AGENCY

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January 27, 2006

REQUEST FOR PROPOSALS

DESIGN SERVICES

FOR THE
I-580/ESTUDILLO AVE. TO 141ST AVE.
AND
I-580/14TH AVE. TO ARDLEY AVE.
SOUNDWALL PROJECT(S)
IN
ALAMEDA COUNTY

Dear Consultant:

The Alameda County Congestion Management Agency (ACCMA) is currently seeking to retain a qualified consultant firm to perform engineering design services as necessary to complete the construction contract documents (PS&E) for the: I-580/Estudillo Ave. to 141st Ave. and I-580/14th Ave. to Ardley Ave. soundwall projects.

The Request for Proposals (RFP), available on the ACCMA website, describes the project, summarizes its current status, presents the requirements of the proposal, and outlines the criteria that will be used to evaluate the proposals. **A pre-proposal meeting will be held on Wednesday February 8, 2006 at 2:00 pm in the ACCMA offices located at 1333 Broadway, Suite 220, Oakland, CA 94612.**

To be considered, ten (10) copies of the proposal must be received at the ACCMA offices **no later than 3:00 p.m. on Monday, February 27, 2006.** Faxed or e-mailed proposals will not be accepted. Interviews, if necessary, are tentatively scheduled for Wednesday March 22, 2006.

We look forward to receiving a proposal from your firm. If you have any questions regarding this project, please call me at (510) 836-2560.

Sincerely,

Original signed by

Matt Todd, P.E.
Project Manager

REQUEST FOR PROPOSALS
For
Design Services for
I-580/Estudillo Ave. to 141st Ave.
and
I-580/14th Ave. to Ardley Ave.
Soundwall projects
in Alameda County

RFP A06-003

Issued by:

Alameda County Congestion Management Agency

January 27, 2006

RESPONSES DUE:

3:00 PM (PST), Monday, February 27, 2006

Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612

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REQUEST FOR PROPOSALS
for
Design Services for
I-580 Soundwall Projects
in Alameda County

1.0 INTRODUCTION

The Alameda County Congestion Management Agency (ACCMA) is responsible for planning, programming, and coordinating Federal, State, and Regional funds for transportation projects within Alameda County. Over the last few years, ACCMA has partnered with other state and local agencies and taken on additional responsibilities in the delivery of priority projects on and off the State Highway System. As part of this effort, ACCMA will be assisting Caltrans with implementing two sound wall projects in Alameda County namely the;

1. I-580/Estudillo Ave. to 141st Ave. project and the
2. I-580/14th Ave. to Ardley Ave. project

2.0 IMPLEMENTATION OF I-580/SOUNDWALL PROJECTS

2.1 Background

I-580 within the project(s) limits is an eight lane freeway with 3 meter inside and outside shoulders and divided by concrete barriers. Due to increased traffic volumes, it is essential to mitigate the effects of higher noise levels through the construction of noise barriers at the chosen locations.

Caltrans was originally designated to perform the design services for these soundwall projects but the Alameda CMA in partnership with Caltrans has decided that in order to expedite project delivery the CMA would assist Caltrans by providing engineering consultant services support to perform full design services.

2.2 Project Description

The I-580/Estudillo Ave. to 141st Ave. project is located in the City of San Leandro. It is proposed to construct a sound wall at various locations from KP 53.9 to 55.7 (PM 33.5 to 34.6) from Estudillo Avenue to 145th Avenue. A maximum of ten locations were chosen. No freeway widening is proposed as part of this project. The shoulder will be extended from 0.7 m to 0.9 m along segments of the noise barrier that is located on the shoulder. There will be structure retrofit work required on both San Leandro Creek Bridge and the Estudillo Avenue under crossing bridge. 113 residential units will be better protected from freeway noise as a result of this project. Possible alternative designs include Masonry Block wall or Concrete Panel wall. The preliminary capital construction

cost for the project was estimated at \$4.5 million (2001 dollars). Caltrans programming documents indicate the estimated cost is \$7.0 million (2005 dollars).

The I-580/14th Ave. to Ardley Ave. project is located in the City of Oakland. It is proposed to construct a sound wall from KP 67.1 to 67.9 (PM 41.7 to 42.2) near 14th Avenue to Ardley Avenue. The proposed project has two sections of soundwalls. The first section will be constructed on the eastbound 14th Ave. U.C. on-ramp bridge. The second section is to be constructed inside the State right of way along Ardley Ave. and will replace the existing right of way chain link fence. 16 residential units will be better protected from freeway noise as a result of this project. Possible alternative designs include Masonry Block wall or Concrete Panel wall. The preliminary capital construction cost for the project is \$0.5 million (2003 dollars).

2.3 Project(s) Status

The Noise Barrier Scope Summary Report for the I-580/Estudillo Ave. to 141st Ave. project was completed in June 2001 and supplemented in February 2003. The Noise Barrier Scope Summary Report for the I-580/14th Ave. to Ardley Ave. project was completed in June 2001.

The ACCMA intends to undertake the design and any right-of-way acquisition activities (construction easements) concurrently. Once these two activities are complete, the ACCMA will seek Federal funds to complete construction of the projects. It is assumed the projects will be advertised and awarded by the ACCMA under two separate construction contracts. The following preliminary engineering work deliverables have or will be completed by others, and will be provided by the ACCMA to the Design Consultant:

1. Base Mapping/Topographical Survey
2. Completed Environmental Documents (Categorical Exemption)
3. Approved NBSSR's

Items 1, 2 and 3 will be available for review at the ACCMA site.

2.4 Project(s) Schedules

- | | |
|--|----------------|
| • Complete Right-of-way Acquisition | June 2007 |
| • Complete Final Design/Ready to Advertise | June 2007 |
| • Award Construction Contract | September 2007 |

The project(s) are on an accelerated schedule with the goal of breaking ground for construction in October 2007. The schedule may be revised depending on funding availability. As part of the proposal, the consultant should include a schedule and implementation plan with identified resources necessary to meet the deadline.

3.0 SERVICES TO BE PROVIDED / SCOPE OF WORK

The ACCMA intends to retain a qualified professional engineering firm/team to provide design engineering and support services for the proposed projects. The scope of work includes, but may not be limited to, preparation of project plans, specifications and estimates, obtaining approvals and permits, and to provide design support during construction for the proposed project. The successful firm shall demonstrate competency in all fields of expertise required by this project and continuous availability of the qualified personnel proposed to perform the services required.

The project is on an accelerated schedule, as shown in Section 2.4, and it is imperative that all deliverables are completed within scheduled timelines. Therefore, the successful proposal shall commit adequate resources to dedicate to this project, and shall include a Schedule and Implementation Plan necessary to meet the timeline.

All project services and deliverables must adhere to current Caltrans requirements on the State system. These requirements include adherence to all applicable State design standards, regulations, policies and procedures at the time of project advertisement. All work must be performed and work products prepared in a format and manner customarily anticipated by the appropriate approving agency.

The scope of services to be provided for the proposed projects shall be performed in two successive stages as follows:

Stage 1 – Final Design (PS&E)

Stage 2 – Design Services during Construction (DSDC)

Proposals should separately address each stage of work. The successful proposal shall demonstrate the capacity and expertise to perform structure related services should they become necessary.

3.1 Stage 1 – Final Design (PS&E)

Stage 1 shall commence immediately following receipt of a Notice to Proceed from ACCMA, and shall consist generally of the preparation of plans, specifications and estimates in accordance with current Caltrans standards. The final contract plans shall include all necessary plan sheets required for the complete construction of the project. In addition, the Design Consultant shall be responsible for the preparation, submittal and approval all accompanying documents (i.e. various design reports, utility relocations, permits, agreements, reports, survey notes, slope stake notes, etc.).

The design effort will include soundwall design generally consisting of demolition, earthwork, pavement, drainage, utility verification and relocation, electrical systems (lighting, irrigation, and electrical service), signing, pavement delineation, stage construction/traffic control, material/foundation investigations, surveys, right-of-way engineering and mapping, right-of-way

acquisition document preparation, lot line adjustment, permit preparation and other design features required to implement the project. Below are the tasks that are anticipated to be performed but the ACCMA reserves the rights to add or eliminate any individual tasks. The consultant should add additional tasks as necessary.

3.1.1 Project Management

- Coordinate with ACCMA project manager and staff on a day-to-day basis.
- Make presentations to City of Oakland and San Leandro and ACCMA.
- Attend monthly project meetings.
- Prepare monthly progress reports and earned value analysis on a quarterly basis
- Prepare agendas and meeting minutes for distribution to project roster as determined by the ACCMA.
- Communicate and coordinate with staff at various participating or affected agencies (e.g. ACCMA staff, City of Oakland and San Leandro, Caltrans, other agencies, utility providers and affected property owners).
- Prepare and maintain a current project schedule with MS-Project, including milestones through the construction phase.

Deliverables

1. Copies of presentations and/or handouts in hard copy and electronic formats.
2. Meeting agendas and records of meetings.
3. Monthly progress reports w/earned value analysis on a quarterly basis
4. Project Schedule in MS-Project format

3.1.2 Interim PS&E (65% Submittal)

Deliverables

1. 65% Plans including storm drainage, lighting, utility, landscaping and irrigation Plans
2. Tree Survey
3. Geotechnical Report
4. Hydraulics Report
5. Draft Agreements and Permits (City of Oakland and San Leandro, Caltrans and utility providers, etc.)
6. SWPPP, if required
7. Draft/Edited Special Provisions in Caltrans format.
8. Draft Construction Cost Estimate
9. Electronic copy of plans, design, reports, draft permits and draft agreements
10. QA/QC documentation
11. Public Information Meeting

3.1.3 Draft Final PS&E (95% Submittal)

Deliverables

1. 95% Plans including storm drainage, lighting, utility, landscaping and irrigation Plans, Construction Details, and Erosion Control Plans
2. Draft Agreements and Permits (City of Oakland and San Leandro, Caltrans and utility providers, etc.)
3. SWPPP, if required
4. Fully Edited Special Provisions in Caltrans format.
5. Draft Final Construction Cost Estimate
6. Constructability Review
7. Final Agreements and Permits
8. Electronic copy of plans, design, reports, draft permits and draft agreements
9. QA/QC documentation

3.1.4 Final PS&E

Deliverables

1. Final Contract Plans
2. Final Reports, modified as necessary
3. Final Agreements and Permits
4. Final Special Provisions
5. Final Cost Estimate
6. Resident Engineer's Files and Survey Files
7. Permits, Agreements, Mitigation (PAM) Form
8. Project Files
9. Electronic copy of plans, design, reports, permits, agreements, estimates and Special Provisions.
10. QA/QC Documentation

3.1.5 Right of Way Engineering

Deliverables

- Lot Line Adjustment, as necessary
- Right-of-Way Hard Copy, as necessary
- Right-of-Way Appraisal Map, as necessary
- Right-of-Way Legal Descriptions and Deeds Packages, as necessary
- Right of Way Certification
- Project and Right-of-Way Monumentation
- Right-of-Way Record and Monumentation Maps
- Electronic copy of plans and right-of-way plans documents

3.1.6 Additional Services

- The ACCMA may wish to authorize additional services during the course of preliminary engineering to be provided by the Design Consultant. When this occurs, the ACCMA and the Design Consultant will agree on a scope of work for the additional services, including deliverables, and any adjustment(s) to the contract scope, schedule and/or compensation due to the consultant. The Design

Consultant shall not proceed with any additional services until receipt of a written Notice to Proceed for the amended scope from the ACCMA.

Deliverables

- To be determined along with the scope of any additional services.

3.2 Stage 2 – Design Services during Construction (DSDC)

Stage 2 shall commence immediately following completion of the Final Design phase, and shall consist generally of providing design and engineering support during the bidding and construction phases of the project. Below are the tasks that are anticipated to be required. The consultant should add additional tasks as necessary.

3.2.1 Project Management

- Project Management
- Project Administration
- Project Scheduling
- Agency Coordination
- Attend Meetings and Reporting, as necessary
- Project Quality Assurance / Quality Control Program
- Invoicing and Progress Reports including Earned Value Analysis

Deliverables

1. Monthly progress reports w/earned value analysis on a quarterly basis
2. Meeting agendas and records of meetings.
3. Project Schedule in MS-Project format

3.2.2 Bidding Support Services

- Attend pre-bid meeting and site visit
- Respond to Bidder's Query
- Clarification of Contract Documents
- Prepare bid addendum, as necessary
- Prepare conformed drawings, as necessary
- Provide assistance to CMA's construction manager, as necessary

Deliverables

1. Bid Addendum
2. Submittal Reviews
3. Conformed Drawings

3.2.3 Construction Support Services

- Attend construction meetings and site visits, as necessary

- Review of project submittals
- Respond to RFIs
- Provide assistance to CMA's construction manager, as necessary
- Prepare Record of Survey

Deliverables

1. Submittal Reviews
2. Response to RFI
3. Record Drawings, including conversion to Microstation
4. Record of Survey
5. Electronic copy of Record of Survey
6. Electronic copy of As-Built Plans including conversion to Microstation

3.2.4

Additional Services

- The ACCMA may wish to authorize additional services during the course of final design to be provided by the Design Consultant. When this occurs, the ACCMA and the Design Consultant will agree on a scope of work for the additional services, including deliverables, and any adjustment(s) to the contract scope, schedule and/or compensation due to the consultant. The Design Consultant shall not proceed with any additional services until receipt of a written Notice to Proceed for the amended scope from the ACCMA.

Deliverables

- To be determined along with the scope of any additional services.

The Design Consultant will be required to submit a QA/QC program to the ACCMA for review and approval. Major quality control reviews and procedures shall be identified which are specific for the project. All submittals (plans, calculations, reports and associated documents) shall include evidence of quality assurance and quality control (QA/QC) reviews.

The Design Consultant shall supplement available mapping as required for design purposes. Additional field surveys, when necessary, shall be performed by the Design Consultant to determine existing topography and establish construction survey controls for tying into existing facilities.

The Design Consultant shall coordinate project development with all concerned agencies and shall secure the required permits. The ACCMA may assist the Design Consultant in determining the need for permits from other agencies. Concerned agencies may include, but are not limited to, the following:

- Alameda County Congestion Management Agency
- Caltrans
- City of Oakland
- City of San Leandro
- San Francisco Bay Area Regional Water Quality Control Board
- Specific utility companies as necessary

- Other stakeholders or reviewing agencies as necessary

Project progress meetings and reporting will include meetings between ACCMA staff and the Design Consultant to be held as often as deemed necessary as well as monthly reporting on work accomplished in the previous month and the status of the project progress, project schedule, project budget and any modifications to the base construction cost estimate. Project Development Team (PDT) meetings with ACCMA and other project stakeholders will be held at approximately one-month intervals. Minutes of the meetings will be prepared by the Design Consultant and furnished to attendees within three working days of the meeting. Approval of previous PDT meeting minutes shall be the first item on each PDT agenda.

4.0 PROPOSAL SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

4.1 Proposal

The proposal (excluding resumes and the transmittal letter) shall be concise and contain only information pertinent to this project. It shall not exceed a total of the equivalent of 25 single-sided, 8.5" x 11" pages. Font size shall be at least 10 point. Resumes should be included in an appendix. The consultant is advised to review the selection criteria given in Section 5.0 of this RFP.

4.2 Transmittal Letter

The proposal shall be transmitted with a one or two page cover letter describing the firm/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. It shall also state specifically objection to any terms of the sample ACCMA contract. The person authorized by the firm/team to negotiate a contract with ACCMA shall sign the cover letter.

Address the cover letter as follows:

Matt Todd, P.E.
Senior Transportation Engineer
Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612

4.3 Project Understanding

This section should clearly convey a clear understanding of the nature of the work, including

coordination with and approvals from ACCMA and any other affected agency.

4.4 Approach and Management Plan

This section should provide the firm's/team's proposed approach and management plan for providing services. Include an organization chart showing the proposed relationships among consultant staff and ACCMA staff, as well as any other parties that may have a significant role in the delivery of this project. Proposals should separately address each stage of work.

4.5 Qualifications and Experience

The proposal should provide the qualifications and experience of the consultant team that will be available for this project. Please emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of any key team member will not be permitted without prior consultation with, and approval of, the ACCMA.

4.6 Staffing Plan

The proposal should provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required to complete the scope of work included in each stage of Section 2 above, as well as a summary of the hours by tasks and the overall project. Discuss the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services according to your proposed schedule. Discuss the firm/team's approach for completing the services required for this project within budget, and to meet the completion deadlines. Proposals should separately address each stage of work.

4.7 Work Plan and Schedule

This section should include a description of how each task of the project will be conducted, identification of deliverables for each task and subtask, as well as an implementation schedule. The work plan should include sufficient detail to demonstrate a clear understanding of the project. Discuss the firm/team's approach for completing the project (as well as providing other design support services that may be requested for this project). Proposals should separately address each stage of work.

The schedule or schedules should support the preliminary schedule discussed in Section 2.4 above.

4.8 Additional Relevant Information

Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).

4.9 References

For each key team member, provide at least three references (names and current phone numbers) from recent work (previous three years) similar or relevant to this project. Include a brief description of each project associated with the reference, and the role of the respective team member.

4.10 Submittal of Proposals

Ten (10) copies of your proposal are due at the ACCMA offices no later than the time and date specified in Section 6.0, below. Envelopes or packages containing the proposals should be clearly marked, **“I-580 Soundwalls Design Services Proposals Enclosed”**.

5.0 SELECTION OF CONSULTANT

The overall process will be to evaluate the technical components of all the proposals completely and independently. The proposals will be evaluated based on the following criteria:

1. Qualifications and specific experience of key team members.
2. Project understanding and approach, including an understanding of ACCMA, and other agency review, approval and coordination processes.
3. Experience with similar types of projects including planning and entitlement process.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.
6. Design to cost experience.
7. Ability to manage budget and complete project in a cost effective manner.

Two or more of the firms/teams may be invited for interviews. The project manager and key team members should attend the interview. The evaluation/interview panel may include representatives from ACCMA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

Once the top firm/team has been determined, ACCMA staff will start contract negotiations with firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with ACCMA, and so on. Provided negotiations are proceeding well, ACCMA may elect to initiate a portion of the work scope with a Notice to Proceed (NTP), prior to execution of the contract.

6.0 SELECTION PROCESS SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Activity</i>
February 8, 2006	2:00 PM	Pre-proposal meeting at ACCMA.
February 27, 2006	3:00 PM	Proposals due at: Alameda County Congestion Management Agency 1333 Broadway, Suite 220 Oakland, CA 94612 <i>Late submittals will not be accepted. Faxed or E-mailed submittals will not be accepted.</i>
March 22, 2006	9:00 AM – 4:00 PM	Tentative date for consultant selection interviews.

If you have any questions regarding this RFP, please contact:

Matt Todd, P.E.
Senior Transportation Engineer, ACCMA
Phone (510) 836-2560
Fax (510) 836-2185
mtodd@accma.ca.gov

7.0 GENERAL CONDITIONS

A. Limitations

This RFP does not commit the Alameda County CMA to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

B. Rejection of Proposals

The Alameda County CMA reserves the right to reject any or all proposals.

C. Award

All finalists may be required to participate in negotiations and to submit such price; technical or other revisions of their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical viewpoint.

D. Work Scope Modifications

The Alameda County CMA reserves the right to request changes to the staffing, team makeup and/or scope of services contained in any of the proposals and to enter into negotiations with any of the proposing firms regarding their submittal.

E. Contract

A sample contract is shown in Attachment A. It is expected that the terms of the contract will be acceptable to the consultant.

F. Non - Discrimination

Contractors shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of ACCMA contracts.

G. SBE and LBE Requirements

CMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the CMA encourages all prime contractors to utilize qualified SBE subcontractors on CMA projects, CMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, CMA seeks the utilization of qualified SBEs when such SBEs are available. All prime contractors are required to report on SBE usage during the term of each contract, using a form provided by CMA.

For purposes of CMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the CMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, CMA shall make the SBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. CMA's SBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

CMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the CMA encourages all prime contractors to utilize qualified LBE subcontractors on CMA projects, CMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, CMA seeks the utilization of qualified LBEs when such LBEs are available. All prime contractors are required to report on LBE usage during the term of each contract, using a form provided by CMA.

H. Levine Act

Selected consultants will be required to disclose on the record any contribution of more than \$250.00 which they have made to an ACCMA Board member within the twelve-month period preceding the submittal deadline of this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to ACCMA's Executive Director, Dennis Fay. This information will need to be provided before the ACCMA can approve any contract.

8.0 ATTACHMENTS

The following documentation is attached:

8.1 Attachment A – Sample Contract

8.2 Attachment B – Project(s) Exhibit

I-580/14th Ave. to Ardley Ave. Project
NBSSR

Environmental Document

Topographic Map

I-580/Estudillo Ave. to 141st Ave. Project
NBSSR

Environmental Document

Topographic Maps

8.3 Attachment C – List of Firms That Received This RFP